



Career and Technology Education Department

**TO:** Practicum Teachers  
**FROM:** Allison Vinson, CTE Director  
**DATE:** July 29, 2019  
**SUBJECT:** Grading Policy

There have been questions regarding the grading policy for practicum learning students to stay current with the district policy that does not require a six weeks' test. The following formula applies for classroom instruction and on-the-job training for the 2018-2019 school year.

**60% Classroom Instruction**

**40% On-the-Job Training**

The classroom instruction weight of 60% must include a minimum of 8 separate daily grades and 3 separate major grades, which is consistent with the district policy. *“The daily grade average shall represent one-half (1/2) of the grade. The major test/project average shall represent one-half (1/2) of the grade.”*

This procedure will allow you to weigh the on-the-job training component of the program appropriately and still emphasize the importance of classroom instruction to the overall program. Please call if you need any further clarification concerning the grading policy.